OFFICE EQUIPMENT *Digest*

A GEYER PUBLICATION

Edited for

PURCHASING AGENTS CONTROLLERS AND OFFICE MANAGERS

ECEMBER
1942

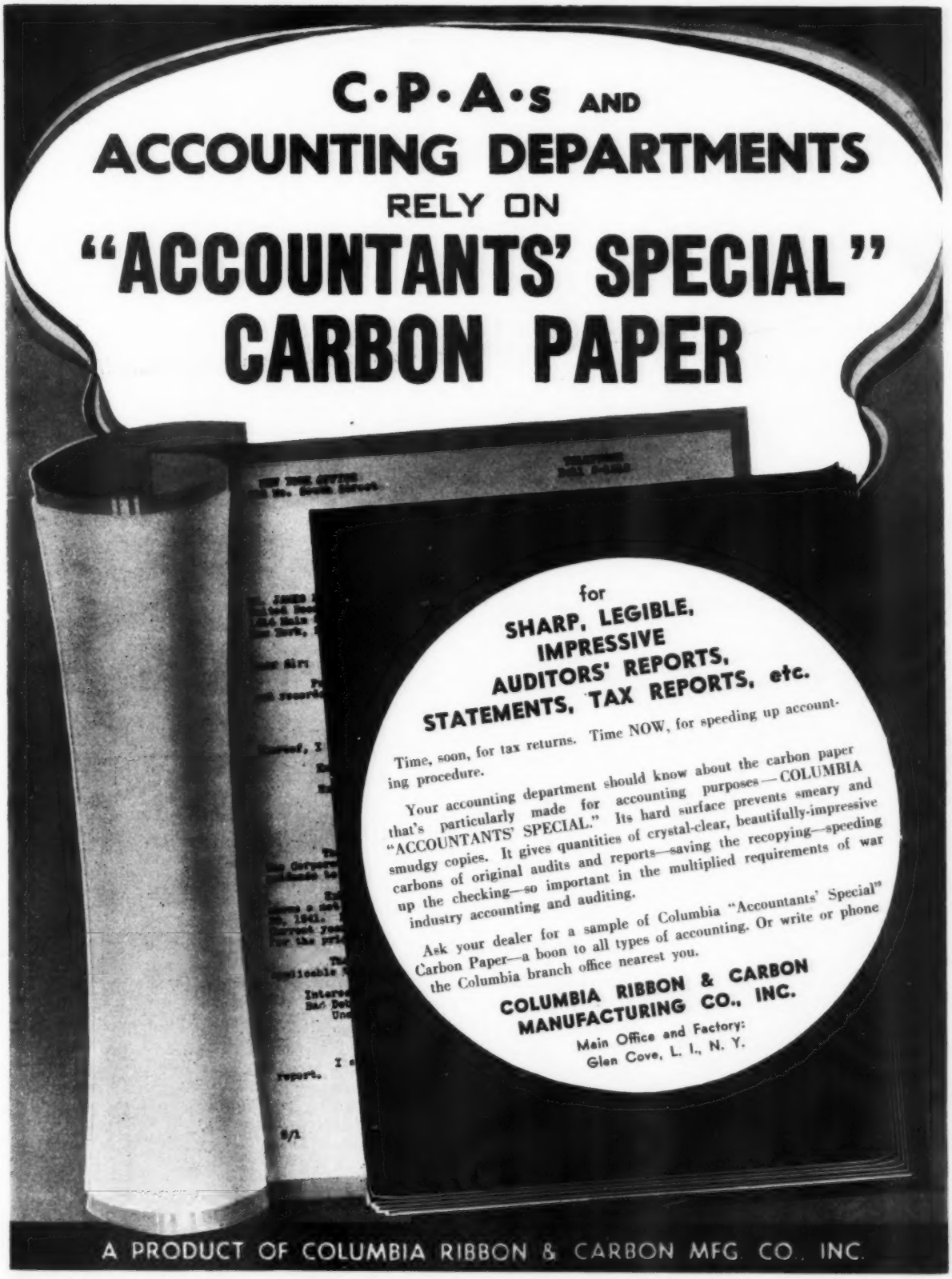
When we say to our friends

Merry Christmas

during these times when much is not what we would like it to be because of the disturbing National and International events, we bear in mind that no man made deeds will or can ever prevent the spreading of the message to every person wherever he may be, and the hopes that it inspires.

Peace On Earth
Good Will To All Men

NEVA-CLOG PRODUCTS, Inc.
BRIDGEPORT, CONN.



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"SO MUCH FOR SO LITTLE"

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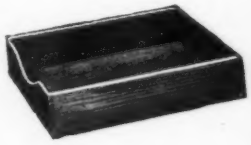
We have been manufacturing office accessories for nearly forty years and this long experience has taught us the necessity of being prepared for emergencies. That is why, Bandes can still give an unconditional guarantee on its desk and office accessories against warpage or manufacturing defects.



Both the Desk Tray and Midget Card Index cabinet illustrated here are made in standard finishes of Oak, Mahogany, and Walnut, and immediate deliveries can be made on normal requirements.

Your office supply dealer can supply you with Bandes desk and office accessories of quality, or send coupon on page 22 for complete information.

We have recently issued a new catalog showing our complete line of desk and office accessories. If you have not received your copy, write us at once.

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Original 8x10 glossy print of photograph in mirror, suitable for framing will be mailed free of charge to anyone requesting same on his business stationery. Please mention this publication, also.

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Despite the absence of critical materials, the WIRELESS notebook boasts the new ROCK-WELD binding; it has all the desirable qualities of a wire bound book. Another important advantage is the improved Non-Skid feature . . . better now than ever.

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Paper Specialists to the Stationer

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you can buy with pride

. . . and this practical, popular series now fits all requirements with: Double set with wood fibre base; single set with wood fibre base (illustrated); single set alone. Prices $3.00 to $12.30.

You can now also obtain the popular Glass Handi-pen Set in IVORY GLASS (HP-G4) in addition to black or crystal glass — indestructible by ink acids. And of course the *main* thing you are getting is the well-known Handi-pen satisfaction . . . giving your workers "the greatest aid to writing ease".

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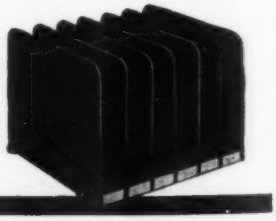
New Steeless Kleradesk

by SENGBUSCH

. . . "the greatest aid to desk workers" now made without an ounce of steel or rubber.

Model 6V-S $4.50
(illustrated)



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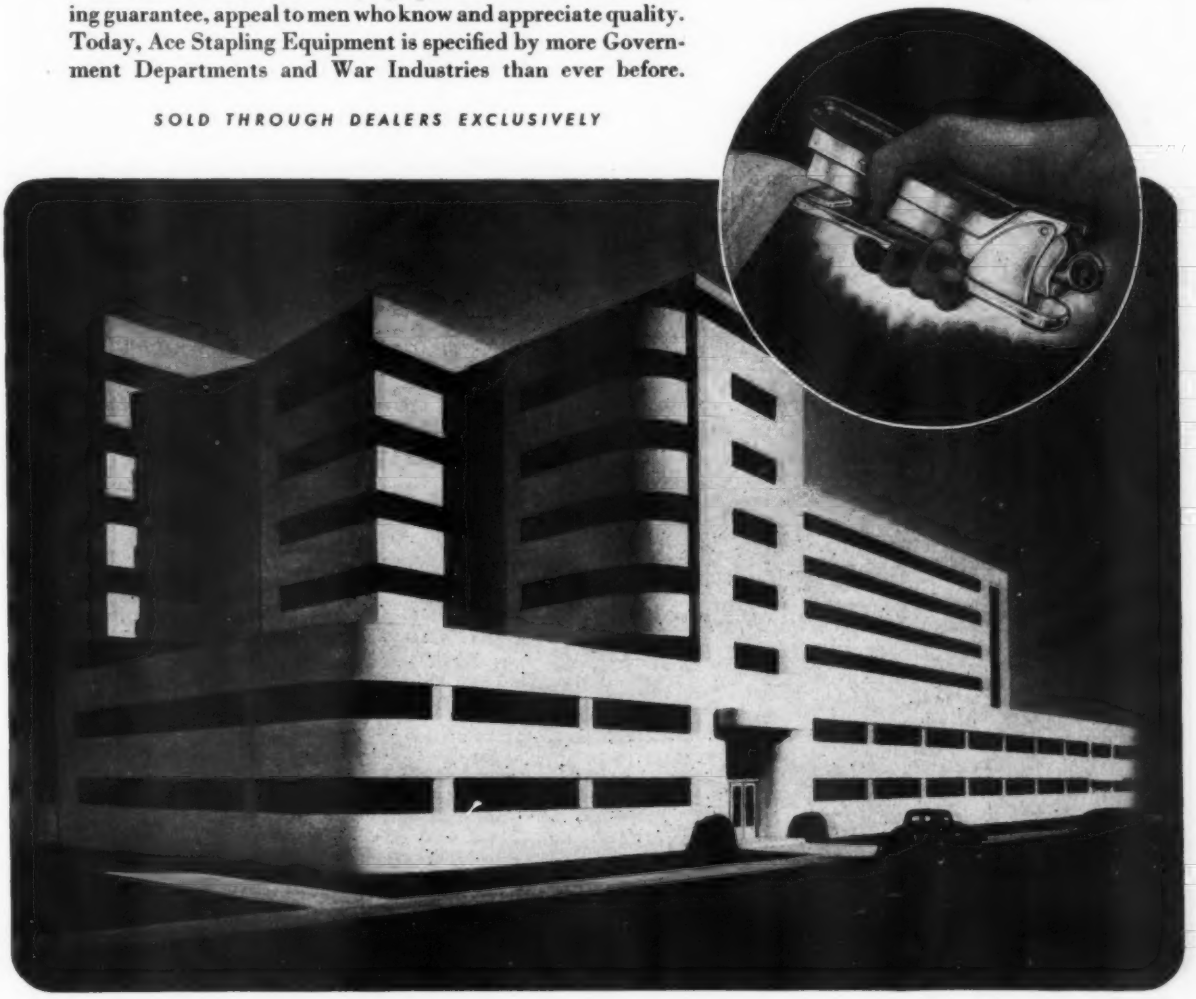
SERVES MODERN WAR INDUSTRIES

Streamlined factories, as conceived by designers and architects, are things of beauty as well as utility. Here is found the finest, most efficient, time-saving equipment. In the selection of stapling machines it is quite obvious that Ace is the logical choice. Their beautiful design, watch-like precision-construction, smooth, easy operation and lifetime wearing guarantee, appeal to men who know and appreciate quality. Today, Ace Stapling Equipment is specified by more Government Departments and War Industries than ever before.

SOLD THROUGH DEALERS EXCLUSIVELY

THE NEW *Aceliner*

IN HAND FASTENING POSITION



MODERN INDUSTRIAL PLANT

DESIGN BY AUSTIN

ACE

The WORLD'S FINEST

STAPLING MACHINES FOR EVERY PURSE AND PURPOSE

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO

DON'T LET THE SHORTAGE OF WIRE STAPLES OR CLIPS DISRUPT *your* FILES—

Fasten papers together without staples or clips—the Bump way. It saves time and expense. It requires nothing but the paper sheets themselves. The first cost is ***your only expense.*** There are no staples, clips or pins needed—no metal of any kind.

Now, when vital metals are so important to the all-out war effort this saving of metal is a contribution to Victory. The Bump Paper Fastener is made of non-critical materials—black oxidized finish—today indispensable equipment in any filing department. With it you won't have to worry whether next year you will be able to have papers fastened together in your files. There'll be no loose sheets, even though you cannot get metal clips or fasteners. Your filing efficiency will be normal.

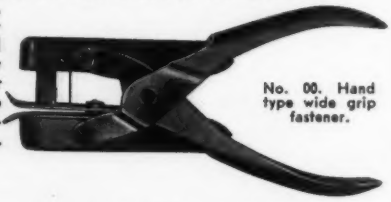
No. 2. Stand type with punch.

This Bump Fastener is a fastener and a perforator combined. It punches a round hole to fit ¼" binding post—a real money and time saver.

No. 1. Hand type narrow grip fastener.

A handy device for any desk—used by thousands of office workers.

Ideal for daily correspondence, to fasten enclosures to letters, bills to vouchers, drafts to bills of lading, checks to remittance slips, and many other uses is this hand model. It is a low priced fastener with a wide grip for almost universal desk use.



No. 00. Hand type wide grip fastener.

A trial will convince you of the efficiency and money saving of Bump Paper Fasteners. Prices upon request.

BUMP PAPER FASTENER CO.
LA CROSSE, WISCONSIN

Bump PAPER FASTENER

Manufacturers of the

HERE'S GENUINE *Scripto* LONG LEAD REFILLS

For the Millions of *Scripto* Pencils in Daily Use!

10 DEGREES OF BLACK

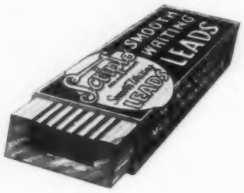
17 POPULAR COLORS

ALWAYS READY TO WRITE

And in the wide range of degrees and colors available in Scripto leads, there is one for all who write or figure. When the 4-inch lead is finally used up, merely insert another, and you are ready to go again!

We suggest that you take extra good care of your Scripto pencils. The supply of materials for making new pencils may be uncertain for the duration of the war. But each Scripto pencil is built to last and the 4-inch genuine Scripto refill leads are plentiful. They are always sharp—always ready to write—always the correct diameter for any Scripto pencil.

ASK YOUR OFFICE SUPPLY DEALERS



They will gladly quote prices and give prompt attention to your orders for the various degrees and colors of both 4-inch and 1⅝-inch Scripto leads. Ask them now.

IDENTIFY *SCRIPTO* LEADS BY THE RED CIRCLE ON THE PACK

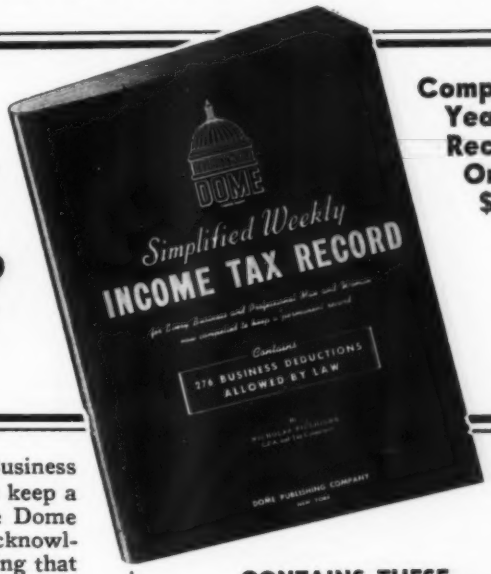
Scripto

MFG. CO. ★ ATLANTA, GA.

3,000,000

American Men and Women MUST keep this record in 1943

How many of them are YOU going to need?



Complete Year's Record Only $2

NEW law now makes it compulsory for every Business Owner and Professional Man and Woman to keep a permanent record for income tax purposes. The Dome Simplified Weekly Income Tax Record is widely acknowledged as the simplest and BEST BOOK for keeping that record.

It is the best book of its kind chiefly for two reasons: (1) you don't have to know bookkeeping to keep it; (2) you can keep an accurate record by spending only a minute or two a day on it! Now the average doctor, dentist, grocer, druggist or gas station operator can easily keep this important record by following the simple instructions given within it—and the accountant is saved the thankless job of installing a system for them.

The designer of this remarkable weekly, cumulative record book is Nicholas Picchione, C.P.A., tax specialist and outstanding authority on income taxes. He is a member of the American Institute of Accountants, the National Association of Cost Accountants, the American Accounting Association, and is a college instructor of income taxes.

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"FOREMOST FOR SIXTY YEARS"

Modern Improvement Relieves Eyestrain—Saves Fingernails

With these new Transparent Green Kee Kovers on her typewriter the wartime typist can speed up her work with less eyestrain and with less danger to delicate fingernails. The green color of these plastic Kee Kovers was selected after scientific study of the problem of eyestrain. They not only kill the bright reflecting surface of the key rim but they absorb the harmful rays on the red end of the spectrum. Also come in black and opaque green in blank keys for schools and professional typists.

Easy to apply to any standard keyboard, they modernize any typewriter, soften the touch, and the cupped shape helps to increase the speed of most typists. Available through all stationers. Retail price, $2.50.

The Last Word in Writing Equipment . . . MORRISET
Always ready to write — 500 words with one dip

Here is a pen-ink unit—suitable for everybody—that takes all the fuss and bother out of writing. The pen is always inked—ready for 500 words a dip. A six months' supply of ink is always clean and needs no attention. Each unit comes complete with pen and large bottle of Sanford's MORRISET Ink (with patented ink control) and refilling funnel. Nothing else to buy. Available in many attractive colors. Held in a case of unbreakable Tenite. Efficient, inexpensive, practical. List price, $3.00 each and up.

A practical gift for everybody. Especially suited for good will advertising. Name, seal or initials can be gold stamped on the cover. Write for particulars.

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RING TYPE VISIBLE RECORDS ARE NOT AVAILABLE FOR THE DURATION

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THIS BINDER IS AVAILABLE IN STANDARD SIZES AND BINDINGS

STATIONERS LOOSE LEAF CO.

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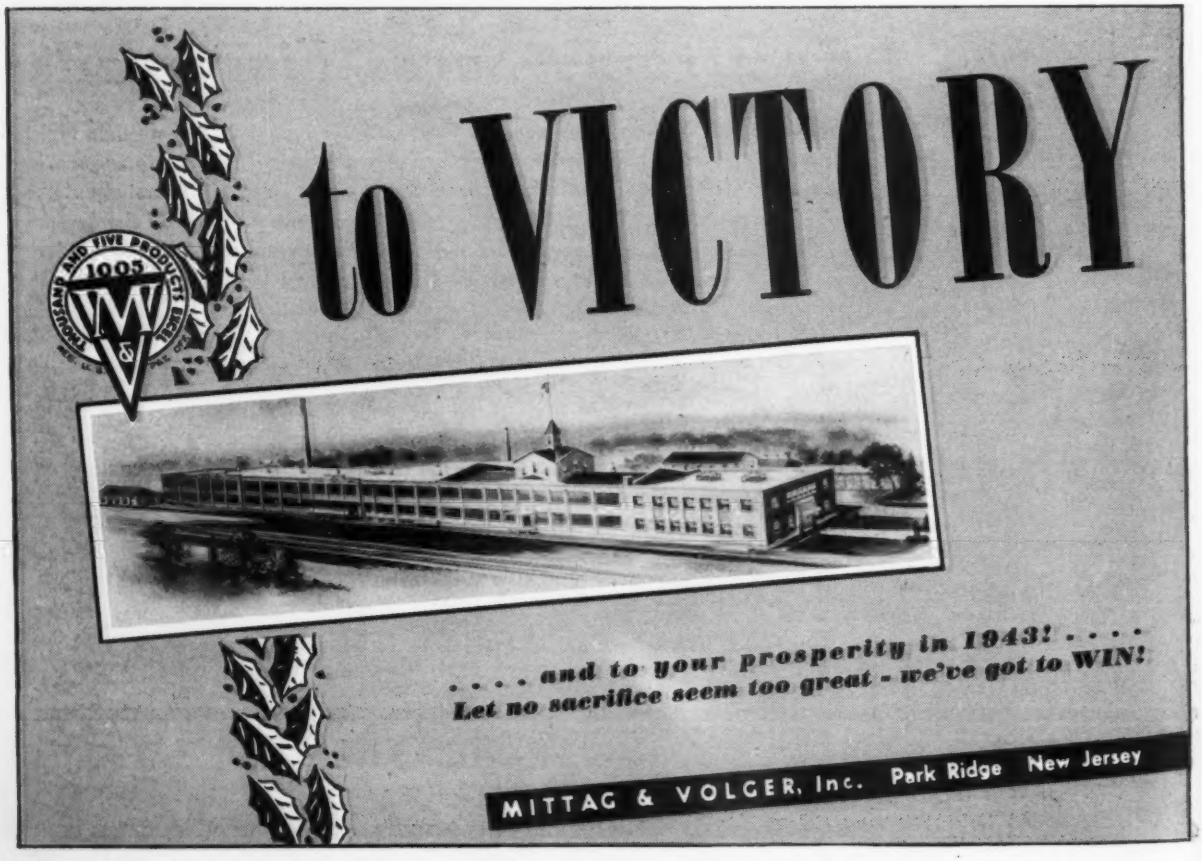

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FOR ECONOMY
FOR QUALITY

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You can take advantage of this policy of dealer cooperation by specifying BARKLEY when you order filing supplies. It is your assurance of dependability in service, economy and quality.

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Established 1921

Manufacturers of Filing Supplies

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VICTORY
BEGINS ON PAPER

THE battlefields will win the glory—as they should. But the victories won there will have begun far away—on paper. The plans, the production, the orders, must first have been set down, arranged and filed *on paper*.

Keeping papers safe, in good order, instantly available when wanted, thus becomes of even greater importance in wartime than it is in peace. And you begin to see why the demand placed on ACCO production by War industries and Uncle Sam exceeds even our ability to produce.

For ACCO has long been pounding home the slogan—"Bound Papers are Safe Papers!" And ACCO has devoted nearly all its energies to providing better means of keeping papers safe for the Army, Navy, Marine Corps, Coast Guard and organizations directly concerned with producing the vital necessities for obtaining final victory.

ACCO is proud of the contribution Acco Fasteners, Binders, Clips, Punches, Accoway Filing Systems, etc., are making to better paper work because it is definitely helping in the war effort.

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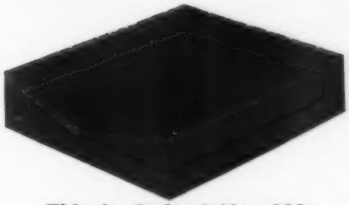
ACCO PRODUCTS, Inc.

39th Ave. and 24th St., Long Island City, N. Y.

Another Oxford "FIRST"



This is Oxford No. 601
Letter Size Desk Tray

This is Oxford No. 801
Wastebasket

This is Oxford No. 602
Legal Size Desk Tray

DESK TRAYS, WASTE-BASKETS, *made of* FIBERBOARD

Made and Guaranteed by the makers of Oxford Filing Supplies

Oxford's newest war products are fashioned of tough, durable Fiberboard, beautifully grained to resemble deep rich, dark walnut. They are tops in both appearance and serviceability.

Ideal for War Plants, Rationing Boards, Civilian Defense Units, warehouses, stockrooms, temporary offices of all kinds, military training camps, student and home uses. Steel is out; wood is scarce. Oxford Fiberboard products are available NOW!

For many users, the lightweight, sturdy construction of these desk trays and wastebaskets has special appeal. Of interest, too, is the fact that their ingenious design permits knockdown packing for shipment or storage—effecting an economy in space, shipping costs, and protection in transit. Both trays and basket set up quickly and easily into tight, remarkably strong units that will not work loose in use. Expert factory workmanship guarantees a clean-cut finished appearance.

The letter size desk tray is 10¼" x 12" x 2⅞" inside. . . . The legal size desk tray measures 10¼" x 15¼" x 2⅞". Both are large enough to accommodate guide height file folders, large envelopes and oversize papers. . . . Two sets of eight different labels are furnished with each desk tray for efficient two-end labeling. . . . The wastebasket is 15" high, 12" x 12" at top, 9" x 9" at bottom.

No shortages! No delays! Here is wartime merchandise you can get quickly and sell quickly. For prices and further details, write today to . . .

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FILING SUPPLY COMPANY

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Plan for Faster "Paper Work"

In our way of doing things, ideas are translated into plans, specifications, estimates, schedules—all pieces of paper that together form the master patterns of production and the records of accomplishment.

We have no time to waste in searching for data. Every key reference can be located instantly when indexed with handy MAK-UR-OWN Tabs. Ready-to-use MAK-UR-OWN Index Sheets and Color Bar Inserts make looseleaf books a joy to use and save precious minutes. MAK-UR-OWN Hinges for photographs, specification sheets, catalog pages, blueprints and tracings, permit them to be bound together, hung on panels or racks held in order and indexed with changeable MAK-UR-OWN Index Tabs.

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THE VICTOR SAFE & EQUIPMENT CO., INC.
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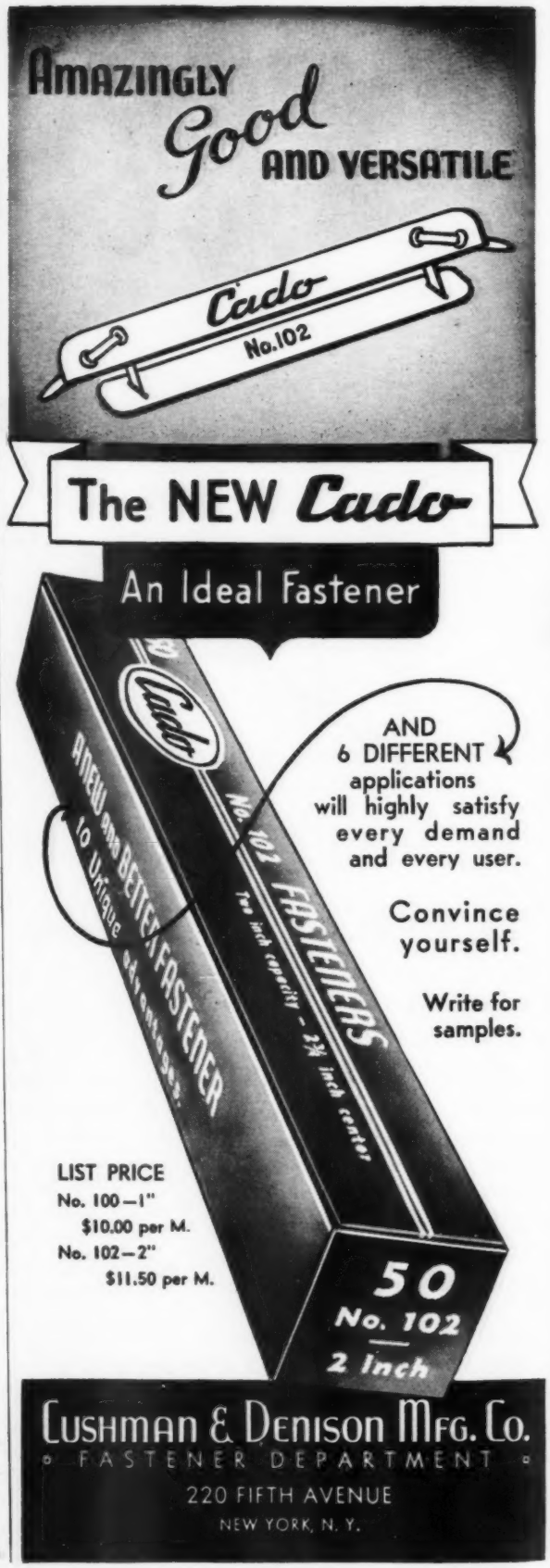
CONSUMER-APPROVED PRODUCTS SOLD ONLY THROUGH DEALERS



THIS Christmas the merchandise we are making is going to Uncle Sam's armed forces instead of to our usual customers.

Norma Pencils will be back when the war is over and in the meanwhile we are extending our appreciation to you for your co-operation in the present crisis.

Yours for Victory

NORMA MULTIKOLOR

39 West 32nd Street **New York**

PIN 'EM DOWN!

SPEEDMATIC Tackers will help . . .

Count on SPEEDMATICS to speed production wherever they're put to work . . . They can be used advantageously on a thousand different jobs . . . Model 200 is the last word in tackers . . . Show it to customers with the necessary priority rating—you may be helping the war effort.

"SELECTIVE" SERVICE

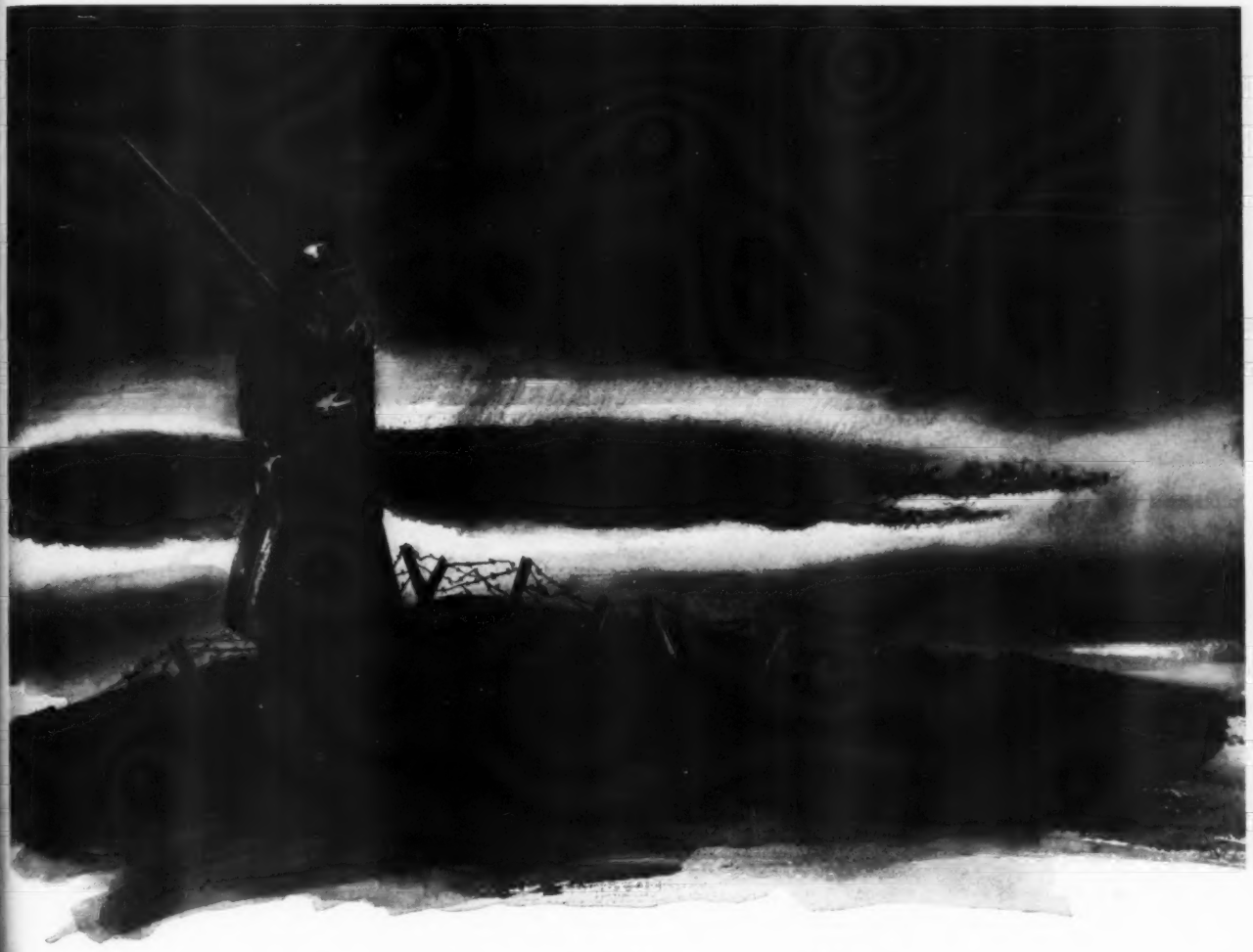
Wartime demands for SPEED PRODUCTS and the restrictions imposed on our production oblige us to confine distribution of most items to users holding priority ratings of A-1-A or better. Be sure to send for our Availability Chart No. 4 if you do not have one.

SPEED

SPEED IS THE ORDER OF THE DAY

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD, LONG ISLAND CITY, NEW YORK



CHRISTMAS 1942

THIS is not a picture of what Christmas ought to be. It is a picture of reality—
—Christmas 1942.

Christmas is a children's holiday. It is a day of "peace on earth and goodwill among men"... of bright lights, merriment and turkey with sage dressing ... of kiddies playing on the floor with the new toys Santa has brought.

That's what this fighting man is thinking about thousands of miles from home. Everything he is fighting for is crystallized in the memory of a child playing with new Christmas toys ... a child unafraid.

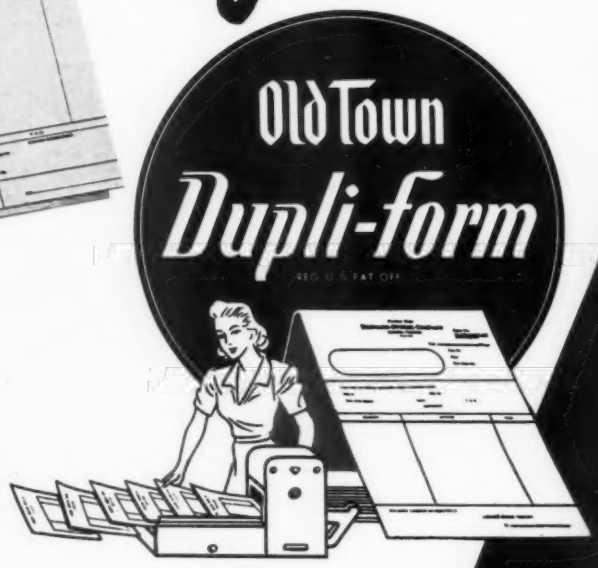
That child's world must be kept inviolate ... and shared with the children in other lands now oppressed. For that sacred objective, we face with determination the painful realities of Christmas 1942.

Old Town

RIBBON & CARBON CO. INC.

750 PACIFIC STREET, BROOKLYN, NEW YORK, N. Y.

Now ONE FORM does the work of Fifty!



SAVES PRINTING! SAVES TIME! SAVES MONEY!

WHAT *Dupli-form* IS

Have any multiple copy form set up on an Old Town DUPLI-FORM. Your typist fills in the DUPLI-FORM . . . then runs off as many copies as you require on your direct or fluid process duplicator.

WHAT *Dupli-form* DOES

No More Large Printing Bills! On a 25 copy form, 1000 DUPLI-FORMs will replace 25,000 printed forms — and up!

No More Weak Copies! Whether you want a dozen copies or hundreds, DUPLI-FORM will give them to you . . . every one clean and distinct with photographic accuracy.

No More Special Machines! With DUPLI-FORM every typewriter becomes a billing or manifolding machine. Makes copies of pencil writing without register or special pencil.

No More Fear of Errors! Instead of having to correct every copy, just correct the original DUPLI-FORM.

No More Collating! Only the original DUPLI-FORM goes into your typewriter. No aggravation and waste of time to stuff forms with carbon paper and crowd into the typewriter.

No More Slipping! DUPLI-FORM guarantees precision registry . . . right down to the last line of the last copy. The form itself is duplicated along with typed-in data.

Use Dupli-Form for

INVOICE
PURCHASE ORDER
PRICE INQUIRY
MATERIAL REQUISITION
PAYROLL FORM
FACTORY ORDER
PRODUCTION RECORD
INSPECTION REPORT
SHIPPING ORDER
SHIPPING MANIFEST
BILL OF LADING
LOADING REPORT
ASSEMBLY ORDER
SALES ANALYSIS
PIECE WORK REQUIRED
INSTRUCTION SHEET

Old Town

RIBBON & CARBON CO. INC.

750 PACIFIC STREET, BROOKLYN, NEW YORK, N. Y.

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OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

INFORMATION FOR SUBSCRIBERS: Subscription $2.00 a year (two years $3) in United States and its possessions, Canada, Mexico, Cuba. Other countries $1.00 extra yearly. Single copies are 25 cents. Each paid up subscription includes a free copy of Who Makes It & Where, the recognized trade directory of the office equipment and stationery industry. Copyright 1942 by Andrew Geyer, Inc., all rights reserved. Also publisher of Geyer's Topics, Who Makes It & Where, The Gift & Art Buyer, Sports Age.

DECEMBER 1942

Volume 3 No. 12

". . . and rush that order!" are four words that delivery limitations are removing from the vocabulary of the office purchaser.

"Rush Delivery!"

★ Stationery and office equipment dealers have always prided themselves on the swift service they render to their office customers. When someone in the office grabs the phone and voices demand for immediate delivery of some needed item, that item makes a swift transit from the dealer's shelves to the office, whether the order is for a desk or a box of clips. That is, it did up to now! Rush delivery of rush order is what office customers have expected of the dealer and that is what the dealer gave them until the Office of Defense Transportation swung into action to impose restrictions on deliveries in the interest of rubber and gasoline conservation.

When purchasing agents and office managers yell "Rush!" these days, the dealer is greatly handicapped in complying with their demand. ODT forbids him to use his truck for more than one delivery on the same day to any customer. Furthermore, even if he has fifteen customers in a big office building he can still make only one delivery a day to the building, regardless of the fact that the merchandise is going to different offices.

So, unless your order can be delivered by boy—and there's many a restriction on the boy market, too, these days—your "Rush!" order cannot possibly be delivered this afternoon if the dealer's truck has already been at your building in the morning.

Of course offices can send their own employees out to get material that the dealer can't deliver at once to them. But remember that ODT forbids anyone who has received a delivery from a store in the dealer's truck to send his own truck to the store for additional merchandise on the same day.

Purchasing agents and office managers can help themselves and the dealer by tightening up control on inventory and purchases so that fewer orders will have to be "Rush!"

EDITORIAL OFFICES: 260 Fifth Avenue, New York City, (Tel. LExington 2-1121); Kendall Beaton, Associate Editor; Hugh Ward, Promotion Manager; M. T. Weeks, Circulation Manager; James V. Quirk, Production Manager; B. Brussel-Smith, Art Director. ADVERTISING: Donald McAllister, Manager; Fred Steinhilber, Paul Reed, Wm. H. Hasbrouck, Jr.
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A Time Saver for Busy Executives

THIS PAGE WILL BRING YOU ANY INFORMATION YOU NEED

To get without obligation from manufacturers and other suppliers further particulars regarding any merchandise or service mentioned in this issue, whether in advertisements or news items—

1. Check the advertisements or news items in which you are interested on the list below.

2. Write your name, firm name, and address in the space provided.

3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

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YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

Photo from Office of War Information

Preparing a camp newspaper "somewhere in Egypt." With hundreds of thousands of business machines going to war, business must learn to make more effective use of those remaining.

TYPEWRITER TIME ANALYSIS

Machine Number 1
Location Stenographic Dept

DATE	TIME			NATURE OF WORK	OPERATOR
	Start	Stop	Elapsed Min		
10/5	9 00	9 45	45	Typing Manuscript	A
	10 00	10 15	15	Copying Letters	A
	11 15	12 00	45	Transcribing Dictation	A
	1 00	1 45	45	- - - -	A
	2 45	3 45	60	Typing Monthly Reports	A
	4:15	4 30	15	Copying Report	A

Figure 1. Form for typewriter time analysis.

★ This highly interesting discussion of a subject of vital importance in these days of typewriter limitations and shortages was one of the highlights of the recent Typewriter Clinic conducted by the New York Chapter, National Office Management Association.

Mr. Conarroe, widely known in the field of office management, is Management Service Director of Metropolitan Life Insurance Co.'s Policyholders Service Bureau.

MAKING A SURVEY OF TYPEWRITER UTILIZATION

By E. H. Conarroe

of Metropolitan Life Insurance Co.

THE problem we are discussing is the more effective use of typewriting equipment so that we can handle an increasing volume of work with fewer machines. One answer to this is to get maximum use out of our present typewriter equipment. We can do this only through the application of good management.

A fundamental principle of management is that action must be based on facts. Before an intelligent approach can be made to the problem of better typewriter utilization, it is necessary to establish certain basic facts. We must know, first, the number, type, and location of typewriter equipment currently available for use, second, the extent to which the machines are being used (both in terms of the period of the day or week and the proportion of time in actual operation), by whom they are used, and the nature of the work for which they are used.

It is unlikely that authoritative information along these lines is available in most companies. It can readily be developed, however, through a specially planned survey. A survey for this purpose need not be elaborate.

It can be conducted with relatively little difficulty. My function is to describe one method of carrying out this preliminary step.

The first requirement is a complete inventory of available typewriter equipment. This is a simple matter and calls for no very special procedure. I think it is the practice in many companies to maintain a current record of office machines and equipment, including typewriters. Frequently this is set up on a card record form with a separate card for each machine. The record shows, in addition to the general description, model, size, and identification number, the date and cost of acquisition, location, and, in some cases, a record of repair and maintenance services. If a record of this kind does not exist it can be set up quite readily. It establishes your available supply.

The second step is to determine the extent and manner in which these machines are being used. For this purpose I suggest a simple time analysis form similar to that reproduced herewith as (**Figure 1**). This you will see, in addition to the machine identification number and location, provides for recording the actual starting and stopping time and the elapsed time, each time the machine is used. The nature of the work performed and the name of the operator are also recorded. One of these forms would be kept for each individual typewriter. It need only be kept for a test period. The period should be sufficiently long to provide a fair sample of experience, however. In some instances, one or two weeks may suffice—in others a longer period may be necessary in order to cover a full cycle of work. On the form illustrated I have shown a typical report for one day.

The information recorded on the individual time analysis forms can be summarized in various ways and will permit some very interesting and practical analyses to be made. Often it will bring some surprising and unsuspected conditions to light. On the second chart (**Figure 2**) I have illustrated one method of summarizing the information. This, I think, presents the picture rather graphically. As you will see, this chart simply lists down the side the individual typewriters and shows horizontally the hours of the working day. By filling in the time during which the machine was in operation (on the order of a Gantt chart) a rather complete picture of the typewriter utilization situation is presented. In the accompanying chart the data recorded is purely hypothetical but I think it reflects a reasonable situation. With this picture before him, the office executive is in a position to work out some very practical approaches to his typewriter utilization problem. It reveals, for instance,—

(a) The percent of total available working time that each machine is actually operated. This shows the unused capacity and provides a basis for the reassignment of machines, if necessary.

(b) It brings to light regularly recurring intervals when certain machines are not in use, which might provide a basis for work scheduling and doubling up on machine utilization.

Figure 2. This form breaks down utilization.

ANALYSIS OF TYPEWRITER UTILIZATION

MACH. NO	ASSIGNED TO	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	TOTAL MINUTES IN USE	% OF TOTAL TIME IN USE
1	A									215	45
2	B									130	27
3	C									205	43
4	D									210	44
5	E									225	47
6	F									265	55
7	G									195	41
8	H									165	35
9	I									265	55
10	J									215	45
11	K									300	63
12	L									265	55
13	CARD RECORDS									90	20
14	FILES									146	30
15	MAIL DESK									60	13
16	RESEARCH STAFF									140	30
17	GENERAL - LARGE CARRIAGE									60	13
18	GENERAL - POSTER TYPE									85	18

Figure 3. For collecting data on routine copying.

TYPIST REPORT

NAME _____ DEPT _____

List below all routine copying required as part of your daily work
Fill in all columns as shown. This report will be collected later

DATE	TYPE OF RECORD COPIED (EX: LETTER - CONTRACT - SPECIF - STATISTIC)	SIZE RECORD COPIED LETTER - LEGAL - CAP OR CARD SIZE	NO PAGES COPIED	NO COPIES MADE	WAS COPY PROOF READ

(c) It shows graphically the idle facilities available for use through the staggering of lunch periods and starting times for individual operators. This is quite conspicuous on the chart. Note that under the plan of uniform lunch periods in effect all of the typewriters are idle from 12 to 1 every day. If the work were rearranged so that

(*Turn to page* 44)

MAYOR LAGUARDIA TURNS OVER 300 CITY TYPEWRITERS TO U. S. ARMED FORCES

★ The Government typewriter procurement drive is going forward in all parts of the country. Here's New York's Mayor F. H. LaGuardia at a ceremony held the other day when 300 machines drafted from municipal bureaus and offices were turned over to Phillips M. Turnbull (right), Special Assistant to John A. Maguire, WPB Regional Director, on the steps of historic City Hall. From the steps of the Hall the typewriters were taken to a warehouse and then picked up by the Procurement Division of the U. S. Treasury, acting as fiscal agent for the WPB.

Drawn for OEI

TAKE A LETTER FROM UNCLE SAM

"The Government urgently needs 600,000 typewriters over and above the 250,000 new machines obtainable from manufacturers. These 600,000 must be drawn from business and the public."—News item

I.

Dear Secretaries of the Nation:
Your middle name's Cooperation . . .
You don't complain of rationed heat
And willingly you share the meat;
You've purchased bonds, you've purchased stamps,
You've sent your dream men off to camps,
And now the sacrifice supreme
Will also find you on the beam.

II.

You'll help to win this ghastly war
By yielding one of every four
Typewriters to your Uncle Sammy.
And though your hands and head grow clammy
At thought of sharing a machine,
That is the sacrifice I mean.

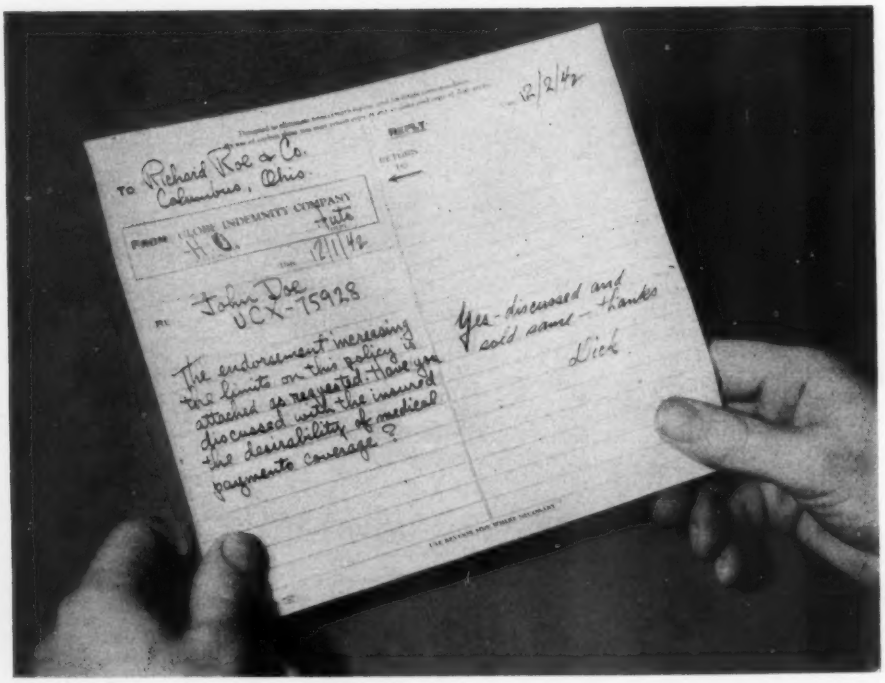
III.

I know you'll struggle hard to please
And love your dearest enemies,
While they, in turn, will do their best
To play duets with proper zest.
So give your boss the go-ahead—
(Your animosity he'd dread)—
Assure him you can manage with
Three-quarters of a Monolith
Or Macedon, or *any* make . . .
You'll do it for your country's sake.

IV.

Our soldiers, sailors, and marines
Take orders typed upon machines
To speed the war to its conclusion.
That's why I seek your contribution.
And though your eyes with tears grow wet
When you give up your faithful pet,
I know you'll still contrive to type
And call your loss a service stripe.

MARGARET FISHBACK



Globe Indemnity Co. Meets Problem of Typewriter Shortage

★ Having responded to the government's call for typewriters, the Globe Indemnity Co. of New York has gone back to the use of the lead pencil in routine correspondence by adopting what it calls a "Query Form," pictured above.

Query forms are put up in pads and furnished to all company departments and agents. Correspondents write name of addressee, subject, and message on the left half, making two carbon copies. One of them is kept and the other sent along with the original.

The space on the right half is for the reply. The correspondent inserts a carbon sheet, jots down his reply, and mails it back, keeping the carbon copy on which both message and reply appear. Both parties then have a record of the correspondence on a single sheet. Formal salutation and close are done away with, and longhand messages are apt to be brief. Correspondence goes into the mail at once and replies come back more promptly.

The Geyer Organization extends to its readers best wishes for a Merry Christmas & and a Happy New Year

TYPEWRITER SALES AND RENTALS AGAIN DRASTICALLY LIMITED BY OPA

PRICE ADMINISTRATOR LEON HENDERSON acted to make available to the armed services additional typewriters out of the country's severely limited stocks. Explaining that manufacture of typewriters has been practically halted by the War Production Board and that the heavy demands of the Army and Navy must be filled from typewriters now in the hands of the trade and of users, Mr. Henderson put into immediate effect an amendment of OPA's typewriter rationing regulations which:

1. Forbids the sale to civilians of all standard typewriters except obsolete models and "stripped" portables; and

2. Restricts rentals of non-portable typewriters to those made before January, 1, 1935.

Under the ruling (Amendment No. 7 to Ration Order 4), typewriter sales from now on, may be made only to members of the trade and to the Procurement Division of the Treasury Department—the authorized agents for the Army, Navy, and other government agencies essential to the war effort—and to those persons authorized to buy typewriters for export. It is estimated that about 125,000 typewriters in the hands of dealers and manufacturers will be made available under today's amendment.

Persons now holding typewriter certificates are permitted to make purchases, providing they do so by January 1. Sales of typewriters by persons owning only one to buyers for business use also are allowed to continue. No restrictions are placed on rentals of used portables no matter what the year of manufacture. The order does not prevent the transfer of typewriters when they are part of a "going" business that is being sold.

The new amendment is of temporary nature and its provisions will be incorporated in a complete revision of the typewriter rationing order soon to be announced. The revised order will provide for various contingencies that are not covered in the new ruling.

In explaining the need for his action, Mr. Henderson said that about 600,000 standard size typewriters have been sought for Army and Navy use. This represents one in five of the 3 million made since 1934 and before facilities of the typewriter manufacturers were turned over to ordnance production. About 190,000 of these were in the hands of dealers and manufacturers when rationing started March 13, 1942, and about one-third of these have been released on rationing certificates.

The number of typewriters made before 1935 estimated to be in the hands of dealers is about 225,000, and it is from this supply that rental needs for private business must now be met.

Obsolete models exempt from the new restrictions include those made before 1915 and the following makes, some of which were manufactured after 1915: Blickensderfer, Oliver, Barlock, Pittburgh Visible, Fox, Harris, Rex, Demountable, Emerson, Fay-Sholes, Hammond, Sholes Visible, Victor, Wellington, and Barr-Morse.

"Stripped" portables, which also are excluded from the restrictions, are newly defined and now include those which lack two of the following features: tilting or folding paper-table; self-starter key; and operator touch adjustment. Covered by this definition of "stripped" portables are Remington Rand Envoy, Royal Companion, Remington Streamliner, Underwood Correspondent and Corona Deluxe Comet. There are estimated to be about 20,000 "stripped" portables available. It is not known how many obsolete standard machines are outstanding.

Instructions have been issued to OPA War Price and Rationing Boards not to issue purchase or rental certificates for typewriters. Applicants for certificates covering typewriters manufactured for special use should apply to the National Office.

FLASH!

★ The Government has released for unrestricted sale to the public 17,000 new Envoy portable typewriters manufactured by Remington Rand, Inc., and has reduced their price slightly more than 10 per cent. It was ruled that the Envoy model did not fully meet the requirements of use by the Federal Government and therefore the manufacturer's stock of 10,000 plus the dealers' stocks of 7,000 of these typewriters are now open to unrestricted sale.

Kenneth H. Ripnen

A modern office layout. View at Rollins, Burdick, Hunter Co. Furniture from the Leopold Co., Burlington, Iowa, installed by Horder's, Inc., Chicago.

REPRINTS
of Ripnen Articles

- Layout and Equipment of the Modern Office
- The Space Factor in Planning the Office Layout
- Location Studies for Office Layout
- Atmosphere in the Office Layout
- Standardizing Equipment in the Office Layout
- Standardizing Floor Covering in the Office Layout
- Partitions in the Office Layout
- Standards in Office Layout

Each reprint is priced at 10 cents. Address requests to OFFICE EQUIPMENT DIGEST, 260 Fifth Ave., New York.

COUNSEL IN THE OFFICE LAYOUT

By Kenneth H. Ripnen

Kenneth H. Ripnen Co., Inc.

THE majority of organizations today recognize the need of some form of office layout counsel to aid them in maintaining the standards required of their office layout. This aid may come from an outside consultant or from an office layout section or department of their own. Naturally the size of the organization and the number of branch offices indicate whether a department in the organization or an outside consultant can best do the work.

The first problem of an office layout department is to bring the office layout up to standard in plan, atmosphere, equipment, and physical comforts. After completing the new office layout plan, through the steps described in previous articles, introducing a standardized equipment program, and providing the requisite light, ventilation, and sound control, a program for maintenance of layouts and records bearing on them is created.

Reports of each department's present and future needs, as well as available space in buildings of the main offices, branch offices and warehouse offices, are recorded in card file form. Planning requirements based on three to six months' future needs are a good basis for office layouts.

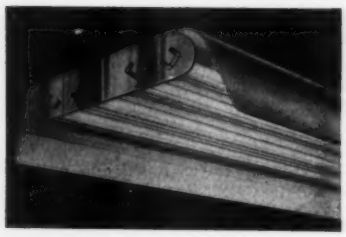
The introduction of known planning standards providing for expansion keeps the situation under control in satisfying requirements as they develop. Standardization of atmosphere, equipment, lighting, sound control and ventilation permits changes to be carried out with a minimum of confusion and expense.

The ultimate responsibility of creating and maintaining proper office layout rests with the office management section of the office and the consideration given this subject in a corporation's management section is as important as any of management's methods and procedures. Proper planning of office layout means efficient flow of work, saving of time and energy, tidy arrangement of equipment, and an atmosphere of dignity, with good lighting and air and sound conditioning to build good health, both mental and physical, for office executives and employees.

ITEMS OF INTEREST

AUTOMATIC FACIT MACHINE. Electric Facit EA, latest model 10-key adding calculator manufactured by Aktiebolaget Facit, Atvidaberg, Sweden, presents an important development in this type of calculating machine. Effective, time-saving improvements are featured on this model designed for one-hand operation. Multiplication work has been simplified by means of an automatic shift. It works in both directions and contributes greatly to increase the calculating speed. Once the multiplicand is set up, the multiplication is performed by using only the two operating keys. Short-cut calculation is applicable. Automatic division is another new feature for Facit. A special reversing device fits the machine for negative division and negative multiplication. A special key, placed next to setting keys, performs addition with automatic clearing of the setting register. Subtraction may similarly be carried out.

NON-PRIORITY FASTENERS. The Green-Kriegsman Paper Co., Inc., 39 Broadway, New York, is offering these Anday fasteners as the non-priority answer to filing fastener needs. Made of specially treated fibre, they hold papers securely, while their simple design permits quick operation. Samples on request.

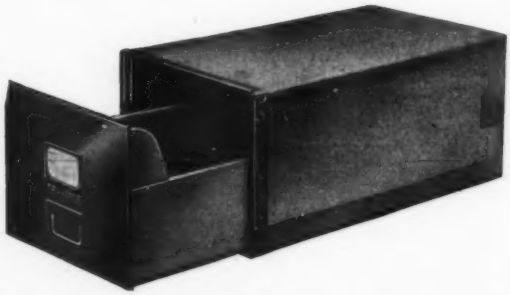


LEFT:

NON-METALLIC REFLECTOR. Conforming with WPB Order L-78, the Edwin F. Guth Co., 2615 Washington Blvd., St. Louis, is offering this new fluorescent reflector made of Masonite Reflectorboard. The Super-Maze-Lite, as the company calls the unit shown here, is available for 110-125 and 220-250 volt circuits. It comes in two sizes: to accommodate 4 forty-watt or 4 hundred-watt fluorescent lamps.

"SO LONG, FOR NOW" says William F. Arnold, general sales manager, Underwood Elliott Fisher Co., who is shown here presenting a Duffel Bag to his Secretary Raymond Moyer, leaving the company, after twenty-four years of service, to join the United States Army. These duffel bag kits are being presented to each of the Company's 1,202 employees serving in the armed forces of the nation.

NEW FASTENER OF FIBRE. This new Cado paper fastener of "steel-strong" fiber is a creation of Cushman & Denison Mfg. Co., 220 Fifth Ave., New York. With this fastener, papers are not rigidly attached to the back of a folder, but open flat, leaving both hands free. This timely new Cado fastener, from which vital metals are absent, comes in two sizes: No. 100, having a 1-inch capacity, and No. 102 which will accommodate a 2-inch thickness.

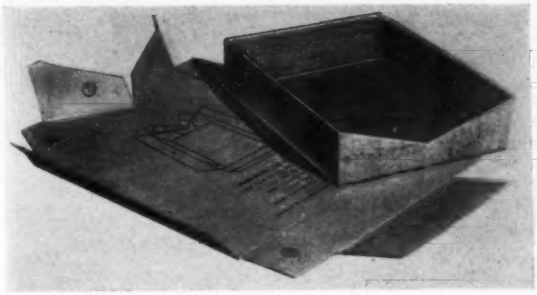


NEW TRANSFILE. Shown here is a new steel-reinforced fibre board Transfile transfer file from the Guide System & Supply Co., Inc., 335 Canal St., New York. Strong and rigid, this Transfile offers an economical way of storing records.

R THE OFFICE

BELOW:

SIMULATED BRONZE is the latest development of the United States Bronze Sign Co., 570 Broadway, New York. The cast substitute for bronze, recently developed by this company, closely resembles solid cast bronze. Name plates or signs made from the new material have bright raised letters and bright raised borders on a matted dark brown background. The material is especially suitable for desk signs and other interior uses.



FIBER BOARD DESK TRAY AND WASTE BASKET. Noting that "Steel is out and wood is scarce" Oxford Filing Supply Co., of 340 Morgan Ave., Brooklyn, is marketing fiberboard desk trays and wastebaskets. These items are finished in a natural wood walnut graining and shipped flat in cartons of two dozen each. They are easily set up into tight sturdy units that will not loosen up while in use. Eight pairs of labels, furnished with each desk tray, are designed to promote the utmost efficiency. Letter-size desk tray is 10¼ x 12 x 2⅞ inches inside, the legal tray measures 10¼ x 15¼ x 2⅞, and accommodates guide-height file folders, legal envelopes, and oversize papers. Suggested for sale to war plants, rationing boards, civilian defense units, and temporary offices of all kinds. Prices and further details may be had from the manufacturers.

RIGHT:

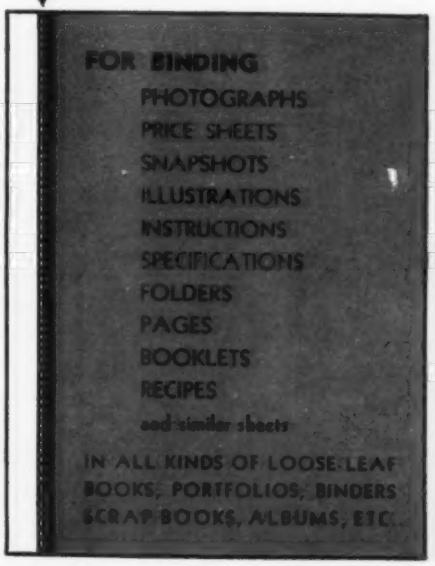
ELEPHANT-SIZE DATES makes this new 1943 calendar clearly legible in the drafting room or office. It has a page for each week, measures 15¾ x 24½ inches, and has, in addition, a section of technical data for engineers and draftsmen. The new calendar is ready for distribution and is being offered free by the Frederick Post Co., Box 803, Chicago, to those who request it on their business letterhead.

NEW CARBON PENCIL. To make clear and legible multiple carbon copies is the sole purpose of this pencil newly introduced by Reliance Pencil Corp., Mount Vernon, N. Y. Known as No. 700 Duro lead manifold carbon copy pencil, this black-graphite pencil is soft enough to be legible on the top sheet without cutting through the original, erases easily, and is strong enough to withstand the pressure necessary for making impressions through five or six carbons. In three degrees: medium, firm, and hard. Samples will be sent by the manufacturer upon request on business letterhead.

BELOW:

NEW VICTOR MAK-UR-OWN HINGES. The Victor Safe & Equipment Co., North Tonawanda, N. Y. has added to their line of Mak-Ur-Own indexing products the Mak-Ur-Own hinge for binding photographs, price sheets, illustrations, booklets, and specifications. Each Mak-Ur-Own hinge will bind one or two single sheets, or may be used in the center of a double size folded sheet, which will open flat even in a post type cover; or several small photos or cards may be bound with a single hinge. The new hinge is strongly made of gummed cloth and paper, and is designed for hard use. The joint is stitched and free-swinging, to permit flat opening of stiff photographs or cards. Stock sizes are 8½- and 11-inch cut lengths, and 200 ft. continuous reels for use on large sheets or drawings.

WARLINE CORRUGATED TRANSFER CASES. Made of heavy corrugated board, these new transfer cases from Yawman & Erbe Mfg. Co., Rochester, N. Y., are reinforced and double-lined at points of greatest wear and strain. Close-fitting parts protect the transferred records from dust and dirt. On each drawer front there is a printed identification label, and a convenient hand-hole replaces the drawer pull eliminated by metal curtailments. Rigid side walls permit the stacking of the cases to a reasonable height. "Y and E" Warline cases are available in seven sizes to meet requirements for the storage of inactive cards, checks, deposit slips, legal documents, and correspondence. The cases are shipped knocked down, ten to a carton and are easily and quickly assembled.



According to WASHINGTON

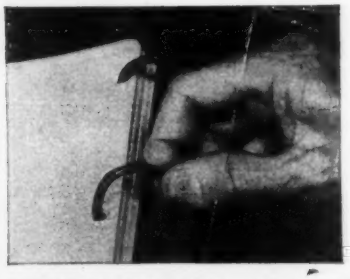
★ **Only one delivery may be made on the same day** to an office building by a dealer's truck, even though material is to be delivered to different offices in the building. And a customer who receives a delivery from a store in the dealer's truck may not send his own truck to the store to pick up additional material on that calendar day. These are recent rulings and interpretations by the Office of Defense Transportation.

★ **Production of commercial scales for retail trade**—cylinder-type scales, fan-type scales, hanging scales and even-balance scales of the kinds, sizes and models commonly used in making sales of merchandise direct to ultimate consumers—has been prohibited by WPB. Production of mailing and parcel post scales has been limited to 25 per cent of 1941 production, and their sale restricted to rated orders.

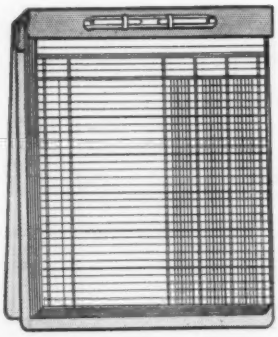
★ **Permission to employ adjustable pricing** was extended Nov. 23, by OPA to all businesses under the Services Regulation.

Adjustable pricing is a method under which a seller and buyer agree that the price charged will be the ceiling price which is in effect at the time that the service or commodity is actually supplied or delivered. Where a seller contracts to furnish a continuing service to a buyer, the seller and buyer may agree that the price charged for such service during the life of the contract may be raised or lowered so as to be the same as the maximum price in effect at the time such service or any part thereof is actually supplied.

★ **Cuts in the production of Pens and Pencils** and bans on the use of critical materials wherever possible in their manufacture, have been ordered by WPB. During 1943, production of wooden pencils will be cut from the 1941 figure of 8,370,000 gross to 7,365,600 gross, production of fountain pens from the 1941 total of 50,000,000 to 18,000,000, production of mechanical pencils from about 60,000,000 to 24,500,000, and production of pen holders from 165,000 gross to 120,000 gross. Manufacture of pen points will be stepped up 85 per cent over last year's output—primarily to meet export requirements—and will total 2,500,000 compared with 1,500,000 in 1941.



VICTORY RING BOOK. Intent upon the conservation of steel, the Trussell Mfg. Co., Poughkeepsie, N. Y., is offering this new loose-leaf ring book in which wood and other non-metallic materials have superseded steel. In the same attractive and durable bindings formerly offered, the Victory ring book comes in half-inch capacity and one-inch capacity ring sizes.



BUSINESS AND PROFESSIONAL FORMS with end opening pressboard binders, provide a new convenience in record keeping. Binder has double hinged cover which folds under out of the way, affording greater freedom of operation and reducing space requirement. Entries easy to make while held in the hands. Two-piece construction and Tatum prong fastener provide flexible capacity and simplify the addition or removal of sheets. Binder is light weight, has no protruding knobs or fittings and may be kept in regulation file or desk drawer, or carried in envelope or portfolio. Further information in circular No. D-1193, Wilson Jones Co., 3300 Franklin Blvd., Chicago.

*EAGLE "CHEMI-SEALED"
(SUPER BONDED)

*TURQUOISE

sets a new

WORLD STANDARD for DRAWING PENCILS

When leading architects, engineers and artists throughout the country turn to TURQUOISE . . . when federal, state and industrial drafting departments adopt it with acclaim, we feel justified in proclaiming Eagle "Chemi-Sealed" TURQUOISE the new World Standard for drawing pencils. Its success comes from superiorities so marked as to be instantly apparent to critical users. Their findings confirm the basic improvements built in by our research scientists. Here are the facts:

Each of the 17 TURQUOISE grades is made from a separate basic formula of graphite and clay, spaced as uniformly as the markings on your rule, and held to precision standards by constant laboratory control. TURQUOISE gives you exactly the line you want from every pencil every time.

By Eagle's patented super bonding process, "Chemi-Sealed" TURQUOISE lead and wood are inseparably bonded to combine their strength against point breakage. TURQUOISE stands up under heavy pressure, saving interruptions and excessive resharpening.

The rare waxes which lubricate every particle of TURQUOISE graphite are *sealed in* the lead by an impervious coating which is part of the super bonding process. There is no seepage of wax into the wood from aging or climatic conditions to alter the original perfection of smoothness and grading.

Super-refined graphites selected for opacity are formed under 60 tons pressure into uniformly fine-textured leads. TURQUOISE makes knife-edge lines so dense and even that you get sharp blue prints or black prints direct from your uninked pencil tracings.

SEND FOR A FREE SAMPLE pencil or lead. Specify the grade desired, mentioning this publication and the name of your regular supplier.

FOR DRAFTSMEN'S LEAD HOLDERS

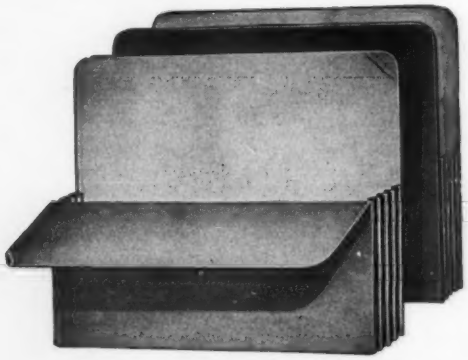
You can obtain TURQUOISE grading, strength, smoothness and reproduction quality in Eagle TURQUOISE Drawing Leads... five inches long, in one diameter to fit all standard holders. Grades: 2B to 6H.

EAGLE PENCIL COMPANY, 703 EAST 13TH STREET, NEW YORK
EAGLE PENCIL COMPANY OF CANADA LTD., TORONTO

TRANSFER TIME is Leatheroid TIME

With paper production being curtailed by the government buy filing containers that will last for the duration.

Leatheroid File Pockets are noted for durability and economy.



FILE POCKETS

Made in letter and legal sizes with 1¾", 3½" and 5¼" expansion. Have double thickness fronts and backs. Glue welded throughout.

QUALITY PARK ENVELOPE CO.

General Office & Factory
Quality Park
St. Paul, Minnesota

Chicago Office and Warehouse
564 W. Monroe Street

NOMA HOLDS WARTIME TYPEWRITER CLINIC

One of the most-discussed of recent events pertaining to the Typewriter Procurement Program was the Typewriter Clinic held November 20th by the New York Chapter of the National Office Management Association. This all-afternoon meeting was held at the Chapter's regular meeting place, the Casino-in-the-Air, Belmont Plaza Hotel, New York, attracting a record attendance of 400. C. F. Hohwieler, president of NOMA's New York Chapter, presided.

The program was divided into two sections.

The first part featured six speakers. H. M. Brundage, Deputy Director, WPB, spoke on "The Part Typewriters Play in the War Effort," paying tribute, as he did so, to the unselfish patriotism of typewriter manufacturers, dealers and salesmen. E. H. Conarroe, director, Management Service, Policyholders' Service Bureau, Metropolitan Life Insurance Co., delivered a lucid "Survey of Typewriter Utilization," reproduced elsewhere in this issue of OFFICE EQUIPMENT DIGEST. Mrs. Ruth E. Delker, well-known president of the Transcription Supervisors' Association of New York, outlined with charts, the "Advantages of Typing Pools." George Hossfield of Underwood Elliott Fisher Co., demonstrated visually "How to Increase Typing Production." Mr. Hossfield's experience as ten-times speed champ is currently being put to good use in showing beginning typists how to improve speed and accuracy. A talk by E. L. Ruiz of Remington Rand, Inc., on "The Care of Typewriters," and a slide film by Dr. John F. Furia, director of the New York City Civil Service Commission's Bureau of Training, entitled "Writing New York City's Letters," completed the first half of the program.

Beginning the second half of the program was a skit by Hubert Davis, Union Central Life Insurance Co., called "The Typewriters Talk." James H. Raley of Raley, Kilkenny & Raley showed a film "Set-Ups: A Home-Made Manifolding Method." Another film by Messrs. Royce and Moise, Ralston Purina Co., showed how "Work Simplification Saves Typing Time." Edward C. Rieger of the Standard Register Co. told of the economies that have been effected by re-designing forms.

The program was concluded by an "Information, Please" session with a panel of experts presided over by Dr. Coleman L. Maze, NOMA's national president. They included W. H. Harris, Chairman, Office Machinery and Equipment Procurement Committee, WPB; S. J. Carney, Woodstock Typewriter Co.; L. I. Ferguson, Prudential Insurance Co. of America; E. R. Finch, Western Electric Co.; R. H. Fisher, International Business Machines Co.; J. H. Forshay, Royal Typewriter Co.; O. W. Greiner, United States Rubber Co.; Edith Harper, Scott, Foresman & Co.; L. A. Rice, Packard School; and Saul Yaffa, L. C. Smith & Corona Typewriter Co.—*Kendall Beaton.*

McGEE BECOMES SECRETARY OF NOISE ABATEMENT COUNCIL

F. Edgar McGee of Buffalo was appointed executive secretary of the National Noise Abatement Council at the recent annual meeting of that body held in New York. Mr. McGee is an executive of Remington Rand, Inc.

The National Noise Abatement Council has been conducting a nationwide wartime program against unnecessary noises in an effort to expedite war production. The council awards plaques each year to cities doing most towards eliminating noise in homes, streets, offices, and factories. At the annual meeting, it was decided to hold the council's annual Noise Abatement Week during the first week of June, 1943.

THIS CHRISTMAS IS A TIME FOR FAITH AND COURAGE

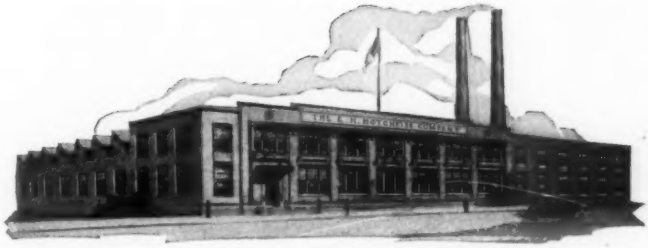
We are all taking the tinsel off our Christmas wishes this year. With the memory of a year of war and increasing sacrifice for everyone vivid before us, the usual "Merry Christmas" seems inappropriate or at least inadequate.

This is a time for us to have faith in ourselves, faith in our country and above all, faith in the moral and spiritual ideals which have made us a free, God-fearing people.

This is a time for courage; courage to meet the deprivations and sacrifices of the present; courage to face the long hard road leading to a lasting world peace.

So this Christmas here at Hotchkiss our wish for you is that you be granted courage to carry on and faith to see the vision of a new day of peace. And above all, we wish that your dealings with your customers will be as pleasant as ours have been with you.

The Hotchkiss Sales Company



HOTCHKISS, NORWALK, CONNECTICUT

"Pioneers in all that's best in Stapling"

This new File Fastener provides the answer to all Filing and Binding Problems
Use it in Folders or Binder covers!
PATENT PENDING
2¾" Centers – One Piece Base
All other centers – Attachable Prong Style
FiberstoK
NON-METALLIC
FILE FASTENER
IN ALL POPULAR CENTERS
BINDS PAPERS SECURELY IN PRESSBOARD BINDER COVERS AND FOLDERS BRIEF COVERS ETC
For complete Price Information and samples write
NATIONAL FIBERSTOK ENVELOPE CO.
429-447 MOYER ST., PHILADELPHIA, PA.

TARGET FOR TONIGHT
. . . Your Business?
Maybe they won't actually come and drop a *bomb* on your business, but the Axis war lords have their eye on it, just the same. They want to wipe it out as a competitive force—or take it over lock, stock, and barrel. Here is a threat that you can reply to *now*, today, and in no uncertain terms—by buying War Bonds to the very limit of your powers, that our armed forces may have the guns, tanks, and planes they need to crush the Axis *once and for all.*
THE GOAL: 10% OF EVERYONE'S INCOME IN WAR BONDS
Every American wants the chance to help win this war. When you install the Pay-Roll War Savings Plan (approved by organized labor), you give your employees that chance. For details of the plan, which provides for the systematic purchase of War Bonds by voluntary pay-roll allotments, write: Treasury Department, Section S, 709 12th St. NW., Washington, D. C.
EVERYBODY EVERY PAYDAY 10%
Buy War Savings Bonds
This space is a contribution to America's All-Out War Program by
GEYER PUBLICATIONS

GEORGE C. BRAINARD RETURNS TO G-F PRESIDENCY

George C. Brainard, of General Fireproofing Co., Youngstown, Ohio, has resigned as director of the WPB

GEORGE C. BRAINARD
General Fireproofing Co.

tools division. Mr. Brainard is returning to his position as president of the General Fireproofing Co.

FRED PITT ELECTED TO WILSON JONES PRESIDENCY

At the annual stockholders' meeting held in Boston, October 30th, Fred D. Pitt was elected president and a director of Wilson Jones Co. Widely known as one of the leading figures in the loose leaf industry, Mr. Pitt began his business career with the Irving-Pitt Manufacturing Co., of which his father, William Pitt, inventor of their ring book, was one of the founders. Fred Pitt had

FRED D. PITT
New Wilson Jones President

an active part in the development of the I-P line of ring books, now one of the important lines of the Wilson Jones Co.

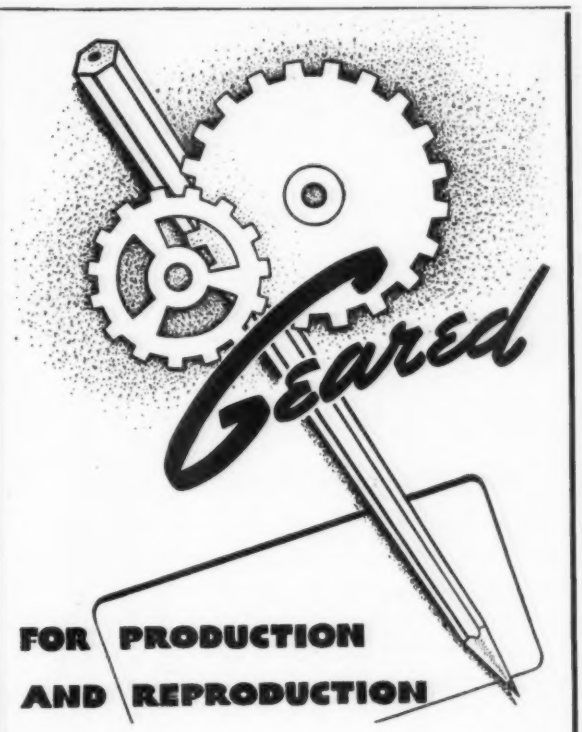
During his association with the Irving-Pitt Manufacturing Co., Mr. Pitt received a thorough education in both production and selling, serving successfully as superintendent, factory manager, and at the time he left the Irving-Pitt organization, acting general manager.

During the interval before joining the Wilson Jones Co. in 1938, he was president of Pitt Corporation of Kansas City. He joined the Wilson Jones Co. as a sales executive and in 1941 was made western sales manager. His election to the presidency is a recognition of his achievements and a tribute to the prominent part the Pitt name has had in the loose leaf industry.

MILO HARDING CO. BACK IN PRODUCTION IN 45 DAYS

Within just forty-five days after the fire that destroyed a large portion of their manufacturing plant on September 16th, the Milo Harding Co., of Los Angeles and Pittsburgh, resumed operations on regular schedule. The loyalty and cooperation of Tempo dealers, the firm says, helped a great deal during the period of reconstruction.

Fortunately, a fairly large stock of merchandise was undamaged and a substantial supply of vital raw materials had been stored in a separate warehouse. These two factors made it possible to make partial shipments until manufacturing facilities were completely restored. The company has announced that dealers and users of Tempo supplies may now be assured of immediate shipment of all orders for Tempo products.



PRECISION is the drawing pencil you need for all-purpose use. It is made superlatively—but priced competitively! We believe it to be the best 10c drawing pencil on the market today.

Finely ground, smooth, gritless lead, with all the opacity so necessary for holding lines in reproducing direct from the drawing. Absolutely uniform in each of its 17 degrees. Beautifully finished and packaged. Geared to the times to help war-busy artists, architects, draftsmen, engineers do more and do it better. Ask your stationer.

The NEW PRECISION 17 DEGREES

J. S. STAEDTLER, INC.
53-55 WORTH STREET
NEW YORK, N.Y.

Write Your Own Ticket

for A HAPPY NEW YEAR

You know best what you would like to have in store for you for 1943. And that is what we want to wish you for the New Year . . . everything you want most! We'll try to give you all in our power . . . fast service, full cooperation, fine writing instruments . . . to make the coming year pleasant *and* lucrative! And there is one wish that I know we can join you in . . . on New Year's Eve, 1943, may we all be celebrating VICTORY!

DAVID KAHN, Inc.

WEAREVER *De Luxe*

PENS • PENCILS • SETS

NORTH BERGEN, N. J.

Since 1896 The World's Finest Popular Priced Writing Instruments

SWIVODEX $2

—a sales sensation!

Swivodex is the most important, fastest selling dip pen set in America today because it's the *only* set offering TWELVE new advantages, most important of which are:

1. Ink *cannot* be spilled—even if turned UPSIDE DOWN!
2. Heavy sphere in solid base *cannot* be tipped over.
3. Ink is *sealed* in; *cannot* evaporate.
4. Can NEVER overflow, NEVER flood.
5. Filled *without turning upside down*, no waiting until you run dry!
6. Interchangeable Esterbrook point, one dip writes over 100 words.
7. Pen does not rest in ink—*never* accumulates grit or sludge.
8. Exclusive *controlled* dip prevents dipping above point — never *any* ink on fingers.
9. Swivodex swivels in complete circle—always "in position."

ZEPHYR AMERICAN
CORPORATION
31 WEST 47th STREET NEW YORK CITY

Also ready

DE-LUXE SWIVODEX

New beautifully styled base — gold filled pen point — $2.50 retail.

DIGEST ASSOCIATE EDITOR JOINS ARMY

Dudley T. Cornish, associate editor of OFFICE EQUIPMENT DIGEST, has resigned his position to join the Signal Corps as a Volunteer Officer Candidate, and is at present stationed at Fort Monmouth, N. J. He had been with DIGEST since July, 1941.

DUDLEY T. CORNISH
Joins Signal Corps

KENDALL BEATON
Succeeds Cornish

Succeeding him is Kendall Beaton, who joined the Geyer Publications staff some time ago. Mr. Beaton is a graduate of the University of Vermont and had previously been with an advertising agency and two New England dailies, in editorial and sales promotional capacities.

NEW INDESTRUCTO TAGS

The new Maco Indestructo tags made by the J. L. May Co., 111 W. 19th St., New York, are being used extensively in many war industries, the manufacturers report. Strength and durability have made the tags useful for identification purposes in the war production.

The firm also reports greatly increased sales of their Maco folder roll labels. Filing systems in the offices of many war plants, as well as those of other industries, are utilizing this modern method of identifying file folders.

EBERHARD FABER POSTER

A poster dramatizing the conservation and preservation of everyday office supplies that keep the war effort

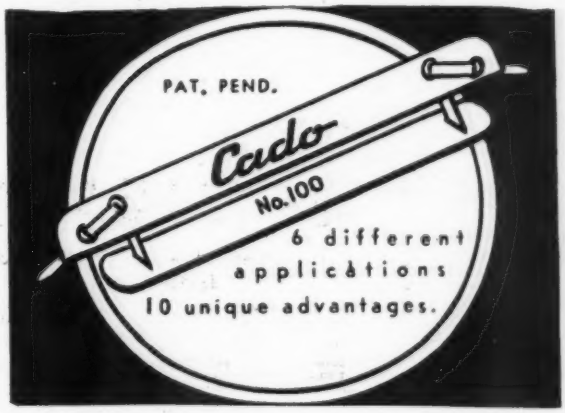
moving, is being offered free by the Eberhard Faber Pencil Co., 37 Greenpoint Ave., Brooklyn, N. Y. Strikingly captioned "This Office Is Out To Help Lick The Axis," the poster is colorfully done in a patriotic theme and is intended for office bulletin board use.

Accepted - - -

by

Government Procurement Offices

The outstanding qualities of the *new and better* CADO-FASTENER have been extensively tested in use and are confirmd by repeat orders. It is made from a fibre-material that can take excessive wear.



Our Contract Department, under arrangements with the manufacturers, is enabled to supply *promptly* and *at most favorable prices*, requirements of all branches of:—

The Federal Government,
Railroads,
Schools,
State and Municipal Purchasing Officers.

Write for prices and samples. Specify CADO Paper Fasteners "designed to do the job."

The Old Dominion Paper Co.

Established 1884

74 Commercial Place **Norfolk, Va.**

Sturgis
WOOD CHAIRS
"They Look Like Steel"

No. 180-CA
STENOGRAPHIC CHAIR

1. Solid Maple with All Joints Glued and Doweled.
2. Deep Saddle Seat and Large Form Fitting Back.
3. No Adjustments—Swivels on Casters.
4. Choice of Finishes to Match Steel Furniture—Also Stained Oak or Walnut.
5. Genuine Leather or Cavalon Upholstery—Wide Range of Colors.
6. Attractive Prices—Prompt Deliveries.

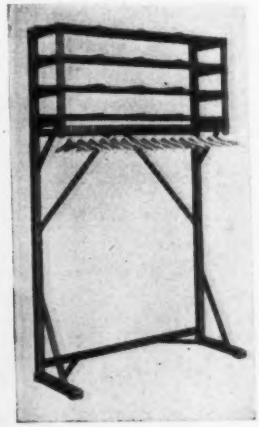
Write for Particulars
STURGIS POSTURE CHAIR CO.
STURGIS, MICHIGAN

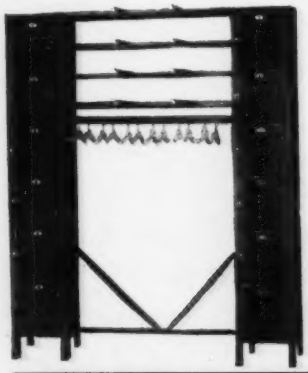
NOW AVAILABLE IN WOOD
—a complete line for office and factory.

Office Valet Costumers and Wardrobe Racks—so closely duplicating former steel units that they make perfect "add-on" units for present steel installations.

Peterson Industrial Racks, in plywood and hardboard construction, double locker room capacity. Save floor space for productive use. Keep employees clothes "in press" dry and sanitary. 5 ft. unit with lock boxes accommodates 12 (double back-to-back unit, 24).

Write for new Industrial Catalog Sheets and go after this large volume market.





VOGEL-PETERSON CO.
"The Checkroom People"
1818 N. Wolcott Ave., Chicago, U. S. A.

ENTERS 45TH YEAR AT MERRIAM

Robert C. Munroe, president of G. & C. Merriam Co., publishers of Merriam-Webster dictionaries, has just entered his forty-fifth year with the firm.

In the fall of 1898, while still a high school student, he began working in the Merriam shipping room, stuffing circulars into envelopes. In 1904 he was made advertising manager and shortly thereafter became a traveler for the company. For many years he covered all sections

ROBERT C. MUNROE
Over 44 years of Service

of the country, making personal contacts with the book trade. In 1919 he was elected to the board of directors, in 1922 he became clerk of the corporation, and in 1934, president of the company. Mr. Munroe has shared in the labor of making the famous Merriam-Webster dictionary grow from a book of 175,000 entries at the turn of the century to the current edition containing more than 600,000. He has played an important part in the preparation and sale of successive editions of Webster's Collegiate, and recently guided the successful launching of the newest number of the Merriam-Webster family, Webster's Dictionary of Synonyms. Two years ago one of his especial dreams was realized when the company moved into its new office building at 47 Federal St., Springfield, Mass.

Mr. Munroe's hobby is stamp collecting, and he is well known in the world of philately. He has served on the board of vice-presidents of the American Philatelic Society. He is president of the Longmeadow Historical Society, a trustee of American International College, the Horace Smith fund and the Springfield Five Cents Savings Bank. He is a member of the Realty Club, Rotary, Springfield Stamp Club and Collectors' Club (New York), and serves as a director of the Springfield Safe Deposit & Trust Company, the Springfield Chamber of Commerce and of the MacDuffie School. He is a member of the board of directors of the H. R. Huntting Co., library binders, and of McLoughlin Brothers, juvenile publishers.

OFFICE EQUIPMENT MFRS. INSTITUTE ELECTS OFFICERS

At the annual meeting of the Office Equipment Manufacturers Institute, held December 9, W. R. Cummings, vice-president of Monroe Calculating Machine Co., Inc., was elected president of the institute. Other officers are: Vice-president and chairman of the general executive committee, S. C. Allyn, president of National Cash Register Co.; vice-president and chairman of the sales executive committee, K. M. Henderson, vice-president of Ditto, Inc.; treasurer, W. F. Arnold, general sales manager of Underwood Elliott Fisher Co.; and acting secretary, Miss G. L. Meyer, Office Equipment Manufacturers Institute.

Directors are: S. C. Allyn, president, National Cash Register Co.; W. H. Wheeler, Jr., president, Pitney-Bowes Postage Meter Co.; J. L. Stewart, treasurer, Burroughs Adding Machine Co.; W. D. Caton, vice-president, Standard Register Co.; F. W. Nichol, vice-president, International Business Machines Corp.; K. M. Henderson, vice-president, Ditto, Inc.; Arthur Walsh, execu-

CODO CARBON PAPERS

For Distinguished Service to Business

•

In SUPER-KOTE and TYPOCRAFT Carbon Papers are built all of the most desirable qualities sought by carbon paper buyers. Their qualities are absolute permanency, together with clean, precise, non-smearing copies.

GUARANTEE: Should Codo products not prove satisfactory, purchases will be replaced or payment refunded. Codo Carbon Papers are guaranteed not to deteriorate for 5 years from sale. Records made with Codo Carbon Paper last as long as the paper on which they are made.

CODO MANUFACTURING CORP.

509 South Franklin Street
Chicago

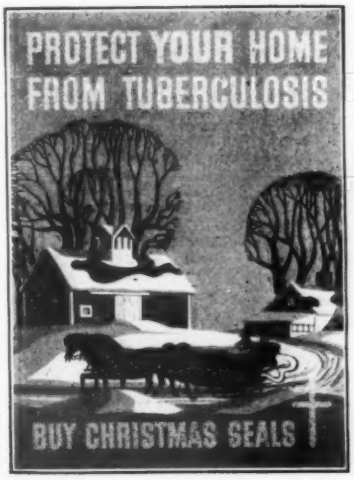
270 Lafayette Street
New York

Factory: Coraopolis, Penna.

Ordinary stencils permit oil to penetrate to the typewriter platen and feed rollers, causing "swelling." As a result, these vital parts deteriorate and require replacements—*if you can get the rubber parts.*

With TEMPO Film Stencils, it's a different story! The FILM protects these vital parts—prevents oil penetration—saves expense of repairs and loss of time in tie-up of equipment.

MILO HARDING COMPANY
434 West Pico Boulevard, Los Angeles
614 Commonwealth Annex,
Pittsburgh



Grade A • A duplicator ink prepared and adapted for use with open or closed type cylinder duplicators. It is uniform in quality, free flowing, quick drying. For use with cellulose or non-cellulose stencils.

Available in:
½-lb. round cans with wide mouth opening
1-lb. round cans with wide mouth opening
½-lb. round cans with narrow mouth opening
1-lb. round cans with narrow mouth opening
½-lb. square cans, cone-shape spout opening
1-lb. square cans, cone-shape spout opening

SPEED-O-PRINT QUALITY Duplicating INKS

Thrift-Quality

• A specially manufactured low-priced ink that produces clear and uniform copies. Thrift-Quality ink is adapted for use with open or closed type cylinder duplicators. May be used on all makes of duplicators and with any type of stencil.

Furnished in 1-lb. round cans only

Write for details.

SPEED-O-PRINT CORP. Chicago, Ill.

HOLIDAY GREETINGS

from

MARKWELL

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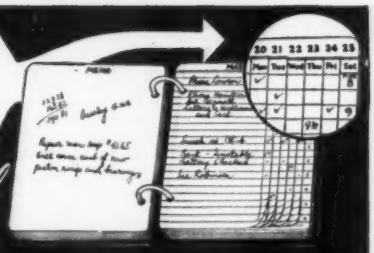

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Distributors and Stationers—Write for details and discounts.

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Office supply houses are making splendid profits supplying this demand. Sales are so fast many are reordering from us three times a week, in volume.

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and dealer prices, completely illustrated. Service flags furnished in all standard sizes—also special sizes made to order for large institutions. This will be a big profit maker for you throughout the war. Get started NOW. Send for catalog today.

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Covers are of heavy blue leatherette stock; pages numbered; spiral binding enables book to lie flat at all times.

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—to our boys now fighting to preserve our American Way of Life, many of whom once carried MASHEK Cases.

—and to our friends, who are cooperating so nobly on the home front—who's loyalty and patronage thru many years is highly valued and appreciated, to whom we extend the Season's Greetings.

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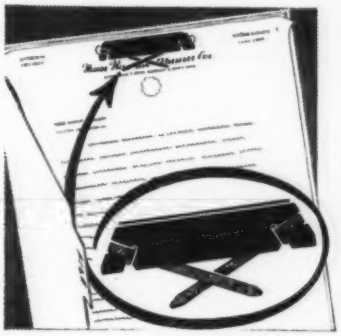
New York Office—Harold Atwood, 280 Broadway
"If it's made with Leather, MASHEK makes it Better"



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Here's the answer:

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Anday Fasteners hold your papers securely. Made of specially treated fibre for durability. Economical to use. Open and close easily and quickly.

Have your file clerk try them.

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*Reg. and Pat. applied for.

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You don't have to pay the highest prices to get the Best in Quality. Our thin lead, colored pencils, copying, crayon pencils, etc., are equal to the better standards—but more moderately priced.

Ask your dealer or write us for samples today.

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Plan for "Better Business" with . . .

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by Henry E. Niles and Mary Cushing Howard Niles

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Second Edition 269 Pages
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Training
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tive vice-president, Thomas A. Edison, Inc.; C. E. Hallenborg, vice-president, Dictaphone Corp.; A. W. Vanderhoof, vice-president, Standard Duplicating Machines Corp.; and L. C. Stowell, executive vice-president, Underwood Elliott Fisher Co.

The Institute's offices are at 100 E. 42nd St., New York.

STANDARD REGISTER OFFERS INFORMATIONAL SERVICES

In line with the program to eliminate as much as possible unnecessary usage of typewriters, the Standard Register Co., Dayton, Ohio, is offering two free informational services.

Any or all of a group of fifteen booklets, most of them case histories on the substitution of handwritten systems for work formerly typewritten, are offered in a circular listing free Formcraft Digests.

Another circular tells of the company's sound film library with an offer to show them at a concern's offices or before interested organizations.

A Survey of Typewriter Utilization

(*Continued from page* 25)

the 12 individually assigned machines were used during this period alone it would be equivalent to adding one and a half typewriters. Notice also the cases of machines 13, 14, 15 and 16. These are all what I would call "convenience" machines. None are used as much as one-third of the time. It would seem that one or two general machines conveniently located might be substituted for these.

Machines 2 and 3 are assigned to secretaries. Together their machines are in use only about two-thirds of the day. It would not require much adjustment of working habits on the part of the executives they serve to permit the two secretaries to use just one machine.

These observations are cited merely as illustrative of the manner in which this survey material can be applied to the solution of the typewriter utilization problem. They do not exhaust the possibilities by any means. A refinement of the analysis shown might be to provide a series of lines on the chart, one under the other, for each day of the week, in order to show variations or consistency in the time of machine idleness. Also different colored lines might be employed to indicate different types of work, such as transcription from notes, statistical reports, typing from manuscripts, order writing, etc.

Another form of analysis that is possible from a survey of this sort is an anlysis of the types of work for which typewriters are used. Provision for recording of such information is made on the individual typewriter analysis form. If desirable, however, this could be amplified somewhat. The third chart (**Figure 3**) shows a suggested form of report that will provide more detailed information and will permit a more detailed analysis from this standpoint. If carefully kept for a representative period this form will provide a record of all material prepared on a typewriter. The analysis of such a record might serve to locate typewriter uses which can be eliminated either through discontinuance of the material typed or through the substitution of some alternative method.

I have no particular brief for the survey method that I have described. There are other ways in which similar results can be secured. I believe, however, that some such form of fact-finding survey is a very necessary preliminary step in meeting our present typewriter emergency. Also, I believe you will be greatly surprised at some of the facts developed by such a survey if it is carefully planned and conscientiously conducted.

One further thought. This presentation has been strictly from the standpoint of typewriter utilization. The approach outlined can be applied just as effectively, however, to securing greater utilization of other types of office machines and equipment.

Are you selling yourself out of business?

With your fountain pen stock melting away with every sale—with replacements more difficult to obtain—you'll find Esterbrook Steel Pens are the solution to the problem of giving your customers good writing equipment service.

With Esterbrook Steel Pens there is a smooth-writing point for every writing job—and replacements are still available.

Don't sell yourself out of business. Suggest Esterbrook steel pen points for every writing job.

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PEN COMPANY
CAMDEN, N. J.

The purchasing agent whose war-busy firm seeks greater staff efficiency, will standardize on

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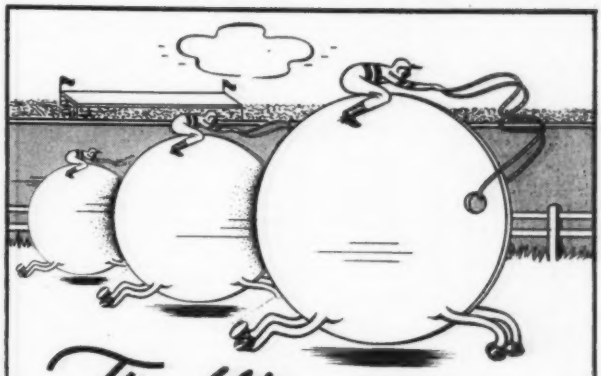

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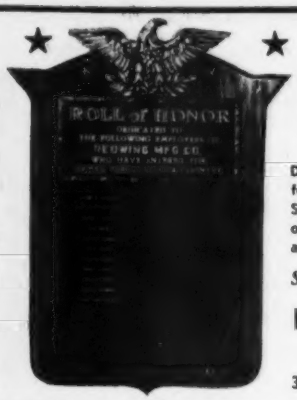

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SUBSIDIARY OF JOSEPH DIXON CRUCIBLE COMPANY

ACME VISIBLE PURCHASES NEW PLANT

To increase manufacturing facilities and provide for expansion, Acme Visible Records, Inc., has purchased a new factory unit. The industrial site, buildings, and equipment of the Elgin Stove & Oven Co., at Elgin, Ill., have been acquired.

Nationally known as manufacturers of visible card index files, Acme's home office is at 122 S. Michigan Ave., Chicago. R. W. Reid, who has been general manager of the Elgin Stove and Oven Co. for several years, will direct the Elgin branch which will be called Elgin Stove & Oven Division of Acme Visible Records, Inc.

The Elgin factory structure was erected 20 years ago and has been in continuous use since that time. In recent months, the output has been devoted exclusively to war products. According to Mr. K. K. Knickerbocker, Acme president, this production, using the machinery and equipment already installed, will be continued and, wherever possible, increased under Acme ownership.

FRIEDRICHS INTRODUCES RUBBER CEMENT SUBSTITUTE

A new substitute for no-longer-obtainable rubber cement has been announced by the E. H. & A. C. Friedrichs Co., 138-140 Sullivan St., New York. According to vice-president T. J. Morrissey, who demonstrated the new cement to a representative of OFFICE EQUIPMENT DIGEST, it will do 90% of the work of rubber cement. Rubatex, as it is called, looks and acts like rubber cement. It must be spread much thinner, and will, therefore, go about four times as far as rubber cement. Already being successfully used for mounting purposes by several publications, it seems to be a satisfactory substitute.

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OXTEX PLASTIC CLIP FILE

The John H. Oxley Co., manufacturers and designers of plastic specialties, 8 Church St., Watertown, Mass., has on the market a new plastic clip file called Oxtex. The material is a non-breakable, transparent plastic, and the file holds from one to forty sheets. They may be ordered in special sizes and with printing on the plastic of firm names or other desired wording.

Also introduced by the same firm are ration book protectors made of plastic.

GEYER PUBLICATIONS' CHICAGO OFFICE REMOVES TO NEW LOCATION

The Chicago office of GEYER PUBLICATIONS has been moved from the Merchandise Mart to new quarters in the Loop section, Room 1206, Security Bldg., 189 West Madison St., telephone State 2912.

GEYER PUBLICATIONS are represented in Chicago by John M. Smythe, manager, and Philip J. Hackett.

NEW FIBRE FASTENER FOR BRIEF FOLDERS

Wisdom Press, Inc., 47 West St., New York, is marketing a new fibre fastener in their brief folders to replace the familiar brass fastener. The new fastener, made of vulcanized fibre and as simple to use as a metal fastener, folds into slots and binds pages firmly together. Exceptional durability and the elimination of sharp edges are features of the new fastener. The Wisdom fastener is patented and further patents are pending.

TSA ANNOUNCES JAN. MEETING

"The Typewriter Goes to War" will be the subject of January 11 meeting of the Transcription Supervisors' Association of New York.

A FRANKLIN PRODUCT? IT MUST BE GOOD!

We are noted for our high quality ribbons and carbon papers. It is with much satisfaction that we continually please our friends, both old and new alike. For better service and superior merchandise . . . It's "Franklin"!

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And here is our promise to such workers, several million of them our valued customers.

No matter what the difficulties, our maintenance service will continue undiminished from coast to coast.

We shall continue to provide spare parts . . . as well as a complete line of carbon paper and ribbons, unsurpassed in quality, for every make of office machine.

And we shall continue to devise and suggest methods for *conserving* their typewriters, adding and accounting machines and for *operating* these machines with greater efficiency.

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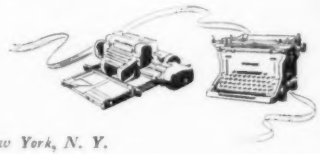

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